1.09 Identify, discuss and use WP/DTP terms/concepts (e.g., minimize document, resize document, toggle between two open documents on the desktop). 4

1.10 Demonstrate appropriate use of copyrighted materials in word processing documents used for content projects/assignments. 4

1.11 Recognize, discuss, and establish ethical guidelines for use of personal and copyrighted media (e.g., images, music, video, content, language) in multimedia projects and presentations as a class/group. 5

1.12 Recognize, discuss, and model correctly formatted citations for copyrighted materials and adhere to Fair Use Guidelines. 5

1.13 Identify and discuss terms/concepts associated with safe, effective, and efficient use of the telecommunications/Internet (e.g., password, firewalls, Spam, security, Fair Use, AUP/IUP's). 6

1.14 Demonstrate knowledge of responsible, safe, and ethical use of networked digital information (e.g., Internet, mobile phone, wireless, LANs). 1

1.15 Demonstrate knowledge of Copyright and Fair Use Guidelines by explaining selection and use of Internet resources in content projects/assignments. 6

COMPETENCY GOAL 2: The learner will demonstrate knowledge and skills in the use of computer and other technologies.

Objectives:

2.01 Recognize, discuss, and use multi-tasking concepts (e.g., windows, toggle between two windows on the desktop, copy and paste data between two windows on the desktop). 1

2.02 Investigate, discuss, and explain why computers, networks, and information must be protected from viruses, vandalism and intrusion, both malicious and mischievous (AUP/IUP). 1

2.03 Use spreadsheet terms/concepts and functions to calculate, represent, and explain content area findings. 3

2.04 Use proper keyboarding techniques to improve accuracy, speed and general efficiency in computer operation. 4

2.05 Use WP/DTP menu/tool bar features to publish for a specific audience and purpose. 4

2.06 Demonstrate knowledge of the advantages/disadvantages of using multimedia to develop, publish, and present information to a variety of audiences. 5

2.07 Identify, discuss, and use multimedia terms/concepts (e.g., multimedia authoring, web tools) to develop content projects as a class/group. 5

2.08 Use menu/tool bar features to edit/modify/revise multimedia projects to present content information for a different audience and purpose. 5